

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:                   DEPUTY FIRE MARSHAL**

**DEPARTMENT:             FIRE**

**BASIC FUNCTION:**

Under general supervision, perform advanced technical work in areas of fire protection, prevention, and education programs; conduct fire inspections of highly technical and hazardous occupancies and in new construction; enforce building, fire and municipal codes and nationally recognized standards; conduct plan review of industrial, commercial and special hazard occupancies and fire protection systems and equipment; meet and confer with developers at conceptual stages of new projects; provide fire safety inspection training to engine company staff and conduct fire and life safety education programs for the public; and perform related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is the advanced level in the fire prevention series reporting to the Fire Marshal. Incumbents at this level work on complex assignments with greater independence, receiving only general supervision. They are responsible for the general oversight, and coordination of fire prevention activities and programs. Incumbents at this level provide lead and advisory training and resources for lower level inspectors and engine company inspectors.

**KEY RESPONSIBILITIES:**

(These are representative duties. Emphasis on certain duties will vary depending upon the job assignment.)

Enforce ordinances of the Carlsbad jurisdiction related to: the prevention of fires, the storage, use and handling of explosive, flammable, combustible, toxic, corrosive and other gaseous, solid and liquid materials; proper installation and maintenance of automatic, manual and other private fire alarm systems and fire-extinguishing equipment; monitoring hazard abatement on vacant land, in buildings, and other property, including buildings under construction.

Consult with developers, engineers, architects, contractors, other departments and agencies, local businesses and the industrial community, care facilities, school districts, seniors, homeowners and others concerning fire and hazard prevention problems and

requirements. Explain and interpret requirements and restrictions as mandated by state, local and nationally recognized standards.

Conduct plan review of industrial, commercial and special hazard occupancies, water improvements, fire protection systems, hazardous material storage and use, and high-piled storage, to ensure compliance with fire and safety codes. Review alternate materials and methods of construction for compliance with existing codes. Conduct plan review and perform fire prevention inspections for special events requiring unique or safety sensitive concerns, such as, dealing with large crowds, temporary facilities or pyrotechnics.

Conduct annual inspections in hazardous and complex industrial and commercial occupancies, schools and city buildings. Coordinate inspection activities with city departments and public agencies; provide resources to engine company personnel in support of routine safety inspections as required.

Provide technical training for fire department staff and engine company personnel; prepare training materials and train suppression and part-time staff on code enforcement, community education programs, and other related topics.

Develop and conduct public education programs related to fire prevention, disaster preparedness, fire safety and juvenile diversion; conduct special events, such as Open House; present programs to County committees and civic groups as assigned.

Assist in development of department policies as they relate to fire prevention; research information, interpret new and current regulations, recommend and prepare new/revised policies and procedures for Fire Marshal's review.

Develop and coordinate hazard abatement programs and related activities; oversee weed abatement activities; prepare contracts for weed abatement, monitor contractor performance and expenditures within budget guidelines as necessary.

Receive, investigate and resolve complaints related to conditions hazardous to life or property; respond to requests related to on-site hazards; provide a variety of information related to City policies and fire department procedures; refer inquiries to individuals or outside agencies as appropriate.

As directed, respond to fire scenes to assist in the investigation of the cause and origin of fires and assist first responders at emergency incidents.

Maintain records and prepare departmental reports, including special reports as assigned, i.e., weed abatement, special projects, inspection complaints, juvenile fire setter activities, etc.

Attend and represent the Fire Department at meetings, seminars and training classes related to code applications and development, fire protection systems and equipment, inspection and plan review practices.

Develop and coordinate Juvenile Firesetter Intervention Program.

Perform other related duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

Uniform Building and Fire Codes.

State and local fire codes and ordinances enforceable by the City.

Nationally recognized fire protection and safety standards.

Principles and techniques of fire inspection work.

Educational methodology as it relates to fire safety education.

Proper methods and procedures involved with inspection of residential, commercial and other facilities or property for fire prevention.

Principles and practices of training and providing work direction.

Principles and practices of effective customer service.

Basic computer skills.

**Ability to:**

Apply technical knowledge and follow proper inspection techniques to examine new construction for proper workmanship, installation, and materials.

Detect deviations from plans, regulations, and standard construction/fire protection practices.

Read, interpret and explain building plans, fire protection system plans, fire building codes, and technical reports.

Interface with Federal and State agencies to determine environmental impact of fire protection programs and requirements.

Provide necessary oversight for fire prevention inspection and education programs of the department.

Maintain cooperative working relationships with building and business owners, contractors and the general public.

Enforce regulations with firmness and tact.

Train and provide work direction to other staff members.

Speak before groups in educational and training programs.

Communicate clearly and concisely, orally and in writing.

### **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to a high school graduation, supplemented by college course work in the field of fire protection or closely related field. State certification as an advanced Fire Prevention Officer is highly desirable.

Three years of progressively responsible experience in a variety of fire prevention activities comparable to the Fire Prevention Officer II.

### **SPECIAL REQUIREMENTS:**

Possession of a valid California Class C Driver's License

### **ENVIRONMENTAL CONDITIONS AND PHYSICAL STANDARDS:**

Requires performing duties both indoors and outdoors, in all types of weather exposure. Incumbents must be able to stand, sit, walk, crouch, stoop, squat, twist, and climb ladders; to perform duties in areas of unstable footing, on roofs, in attics, in basements, in crawl spaces, at or near ceilings of tall buildings, and in confined spaces, and in areas where they will be exposed to unpleasant conditions. Requires exposure to areas containing fire hazards, and hazardous materials in controlled use or in storage. Incumbents must be able to drive to inspection and meeting sites during the course of their work.

DATE APPROVED: 11/19/99

